



## **Voice Mail: *For new or reset voicemail accounts.***

### **Log into your mailbox**

- 1) Dial 639-7777
- 2) Enter your mailbox number **639-xxxx**, then # (pound). However if you are calling from your phone when the recording ask you for your mailbox number you can press the # key.
- 3) Enter default password **2580**, then # (pound)
- 4) You are now logged into your mailbox however the system will prompt you to change your administrator password

### **Change my voice mail password**

When Call Pilot tells you that your password will expire, keep in mind when changing your password, you can choose any 4-16 digit number, except your 7 digit phone number, the system will not allow you to reuse your 7 digit telephone number as the password. (tip: if you want to keep it simple, you can use the last 4 digits of your phone number if you choose to.)

- 1) While logged into your mailbox, press **8 4**.
- 2) Enter the old password 2580, then # (pound).
- 3) Enter new password \_\_\_\_ \_\_\_\_, then # (pound).
- 4) Enter new password again \_\_\_\_ \_\_\_\_, then # (pound).
- 5) Done. Your password has been changed.

### **Record or change the greeting callers hear**

- 1) **While logged into your mailbox, press 8 2 1** (Also see note)
- 2) Press **5**, then speak to record your External greeting, then press # (pound) to end.
- 3) To hear your External greeting press 2, if you do not like the recording repeat the above steps.

**Note:** Press **82** to hear all about other greetings such as Internal Caller Greeting and Temporary Absence Greeting.